

NAVRESREDCOMMIDLANTINST 5420.2D

N00R

31 May 01

NAVRESREDCOMMIDLANT INSTRUCTION 5420.2D

Subj: NAVAL RESERVE POLICY BOARDS

Ref: (a) COMNAVRESFORINST 5420.5G

Encl: (1) Prescribed Format for Submission of Policy Items  
to Naval Reserve Readiness Command Mid-Atlantic  
(NAVRESREDCOM MIDLANT) Policy Board  
(2) Application format for NAVRESREDCOM MIDLANT Policy  
Board Membership

1. Purpose. To prescribe nomination procedures for membership on the Commander Naval Reserve Force (COMNAVRESFOR) Policy Board and the National Naval Reserve Policy Board (NNRPB) and prescribe policies and procedures for the administration of the NAVRESREDCOM MIDLANT Policy Board.

2. Cancellation. NAVRESREDCOMREGSIXINST 5420.2C

3. Background. Reference (a) directs all Naval Reserve Readiness Commands to convene a Policy Board annually to consider policy items originating from within their respective commands and areas of responsibility, and recommend appropriate policy items for forwarding to COMNAVRESFOR Policy Board.

4. Policy Items. All personnel within NAVRESREDCOM MIDLANT are encouraged to submit policy items for consideration by the NAVRESREDCOM MIDLANT Policy Board, using the format in enclosure (1). Policy items should be submitted by the date specified by each Reserve Center in conjunction with the due date specified in the annual NAVRESREDCOM MIDLANT notice. Policy items are new initiatives which contribute to increased readiness of the Naval Reserve and are designed to bring important matters of Naval Reserve Policy to the attention of Reserve leadership for resolution. The following questions should be considered when submitting policy items intended for the NNRPB.

a. Is it good for the Naval Reserve as a whole?

b. Does it address cost versus effectiveness?

c. Is the rationale sufficiently developed to convince the Navy, the Office of the Secretary of Defense, and Congress, as applicable?

d. Is it consistent with Total Force Policy?

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5. Applications for Membership on Naval Reserve Policy Boards

a. NAVRESREDCOM MIDLANT Policy Board. Membership will be determined by Commander, NAVRESREDCOM MIDLANT within the guidelines of reference (a). Applications will be forwarded by hard copy or email (MIDLANTN01A@cnrf.nola.navy.mil) to NAVRESREDCOM MIDLANT Deputy for Mission Effectiveness (DME)(N00R), via the chain-of-command, using the format at enclosure (2), which applies to the NAVRESREDCOM MIDLANT Policy Board only. Due date for applications will be published annually via NAVRESREDCOM MIDLANT annual notice.

b. COMNAVRESFOR Policy Board and NNRPB. Personnel desiring membership on the COMNAVRESFOR Policy Board or the NNRPB must submit an application per the nomination requirements prescribed in enclosure (2) of reference (a) to NAVRESREDCOM MIDLANT via their chain-of-command. Applicants should indicate the board or boards for which they are applying, and must meet current Navy physical fitness standards. For the COMNAVRESFOR Policy Board, applications are due to NAVRESREDCOM MIDLANT via the chain of command no later than 15 October. An annual call for applications for the NNRPB is published as directed by Chief of Naval Operations, usually in July.

6. NAVRESREDCOM MIDLANT Policy Board

a. Function. The NAVRESREDCOM MIDLANT Policy Board will convene annually to review all policy items submitted from within its geographic area of responsibility, analyze the information presented, consolidate similar items and screen out those items that do not warrant further consideration. Those items which are believed to warrant further action will be forwarded to Commander, NAVRESREDCOM MIDLANT for concurrence/non-concurrence. Items for which the Commander, NAVRESREDCOM MIDLANT gives concurrence will then be forwarded to the COMNAVRESFOR Policy Board.

b. Policy Item Status

(1) Items warranting consideration by COMNAVRESFOR or NNRPBs will be forwarded by Commander, NAVRESREDCOM MIDLANT with the Policy Board recommendation for action associated with each item.

(2) Items warranting action within NAVRESREDCOM MIDLANT will be assigned to an Echelon IV action officer for research and action as appropriate.

(3) Items not warranting further policy consideration will be returned to the originator indicating what action has been taken:

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(a) A recommendation, if appropriate, to initiate a request for administrative action, via the chain-of-command, to the designated agency or command.

(b) A plan for taking appropriate administrative action within NAVRESREDCOM MIDLANT.

(c) Appropriate comments indicating why further action is not warranted.

(4) Status of all items will be posted on the NAVRESREDCOM MIDLANT website at completion of the board process.

c. Composition. The NAVRESREDCOM MIDLANT Policy Board will be composed of an appropriate number of active and inactive duty officer and enlisted personnel. The Chairperson will be an inactive duty Captain. All members serve at the direction of the Commander, NAVRESREDCOM MIDLANT. Approximately one-third of the board membership will be comprised of members from the previous year's board to lend continuity to the board.

7. Action. Reserve Center Commanding Officers shall:

a. Solicit policy board items and members from all Naval Reserve units within their area of responsibility.

b. Convene a local Policy Board to screen policy items submitted and forward a consolidated package of policy items to arrive at NAVRESREDCOM MIDLANT per the due date specified in the NAVRESREDCOM MIDLANT annual notice.

c. Review and endorse applications for Policy Board membership.

/s/  
M. B. DREW

Distribution:  
(NAVRESREDCOMMIDLANTINST 5216.1V)  
List A, B

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PREScribed FORMAT FOR SUBMISSION OF POLICY ITEMS TO NAVAL  
RESERVE READINESS COMMAND MID-ATLANTIC (NAVRESREDCOM MIDLANT)  
POLICY BOARD

ORIGINATOR NUMBER: (Local Convening Authority Control Number)

SUBJECT:

SUBMITTED BY: (Include name, rank/rating, assigned drill site/command, telephone number and e-mail address (if applicable) of originator of the item).

PROBLEM/DISCUSSION:

RECOMMENDATION:

ACTION OFFICER: (Include name, rank/rating, office code, and telephone number of the action officer most knowledgeable of the item. This is to allow expeditious clarification of obscure points concerning the purpose and intent of the submission.

LOCAL BOARD DISCUSSION:

LOCAL BOARD RECOMMENDATION:

Preparation of policy items

1. Margins are one inch.
2. Start each item on a separate page.
3. Use only one side of the paper.
4. Use 8 1/2" x 11" paper.
5. Use font face 12 Courier New only.
6. Do not number pages or mark enclosures/attachments.
7. Submit an original of each item and the item on a 3 1/2 disk in MS Word format. Each issue should be in a separate

file.

8. Submission via electronic mail is preferred. Coordination instructions will be advertised annually via NAVRESREDCOM MIDLANT notice.

Enclosure (1)  
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APPLICATION FORMAT FOR NAVAL RESERVE READINESS COMMAND  
MID-ATLANTIC (NAVRESREDCOM MIDLANT) POLICY BOARD MEMBERSHIP

From: (Rank/Rate, Full Name, USN/USNR/USNR-R/USNR(TAR),  
SSN/Designator (for officers))  
To: Commander, Naval Reserve Readiness Command Mid-Atlantic  
(N00R)  
Via: (1) Commanding Officer, (Unit) \*\* NOTE 1  
(2) Commanding Officer, (Reserve Center) \*\* NOTE 1  
Subj: APPLICATION FOR FY-XX (INDICATE THE FY) NAVRESREDCOM  
MIDLANT POLICY BOARD MEMBERSHIP

1. The following required information is submitted:
  - a. Home address
  - b. Home and work telephone numbers and e-mail address (if applicable)
  - c. Civilian employment/location
2. Summary of active duty experience (job title/types of commands):
3. Summary of Reserve assignments (unit/location (NRA)/job title(s)/gaining command):
4. Previous Policy Board experience:
5. (Any further information you deem pertinent):

SIGNATURE

\*\* NOTE 1: A strong recommendation from the Commanding Officer (Unit and/or Center) is very important in the consideration of applications.

Enclosure (2)